

MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

Policy Subject: Office Machines: Telephone, Cellular Telephones, Fax Machines and Copy Machine	
Policy Number: ADP 07	Standards/Statutes: ARM 37.27.120 MOM 1-1100.00 - 1-1110.00
Effective Date: 01/01/02	Page 1 of 3

PURPOSE: To provide guidelines for use of state telephones, fax machines and copy machines by employees.

POLICY: Employees will follow State and facility guidelines when operating office equipment.

PROCEDURE:

- I. State telephones are provided to conduct state business. The use of the state's telecommunication systems for essential personal business must be kept to a minimum, and not interfere with the conduct of state business.
 - A. State employees and officials for local calls on a limited basis to latchkey children, teachers, doctors, day-care providers, and family members to inform them of unexpected schedule changes, and for other essential personal business may use the state telecommunication system.
 - B. Essential personal long distance calls must be either collect, charged to a third party non-state number, or charged to a personal credit or calling card.
- II. Telephones in the facility are equipped with voice mail. Each person who has a telephone assigned to them is responsible to record a voice mail message informing the caller whom they have reached, if you are in for the day, when you will return their call.

A. Employees who have scheduled time away from the facility will leave a message stating their name, the dates you will be gone and a message that if personal assistance is required to call 496-5400.

III. Cellular telephones are assigned to the director, management team personnel and to the transportation officer.

A. The telephone numbers are available at the second floor nurse's station for these telephones.

B. A cellular telephone is available when using the state car for travel.

C. The van is equipped telephone in it during daytime hours. The telephone is transferred to afternoon and night shifts at 4:00 p.m. so it will be available if patient transportation is required during those shifts.

IV. There are two fax machines in the facility. The fax machines are for state business and not for personal use.

A. Our machines will receive both in state and out of state faxes.

B. Except on unique occasions faxes will not be sent to out of state agencies. Required forms and documents will be sent by mail.

V. A copy machine is available for facility use only.

A. Frequently used forms, schedules, letters, etc. are not to be copied. Any form used on a regular basis will need to be approved by the supervisor and forms committee for printing outside of the facility.

B. Always assure the information being copied does not have a copyright on it. Never copy anything that is copyrighted.

C. Our lease of the copy machine limits the number of copies we are allowed to make each month per our lease agreement. Therefore we do not make copies of patients personal drawings, poems, pictures, etc..

D. Meter reading of the quantity of copies made are recorded and submitted to the leaser on a monthly basis. Copies over our lease amount are billed to this facility.

Revisions: _____
Prepared By: Marilyn Holm Support Services Supervisor 9/24/01
Name Title Date

Approved By: _____ 01/01/02
David J. Peshek, Administrator Date